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RECORDS MANAGEMENT DIVISION
4 April 1955

MEMORANDUM FOR: Chief, Regulations Control Staff

THROUGH: Chief, Management Staff
Director of Training

SUBJECT: Proposed Glossary of Administrative Terms

1. It is recommended that a handbook of administrative terms similar to the attached draft be issued as a counterpart to the proposed Glossary of Intelligence Terminology, HB [] being coordinated by the Office of Training. This proposal has been concurred in informally by [] Chief of the Administrative Branch, Office of Training, and [] Chief of the Clerical Training Branch, Office of Training.

2. Applicable regulatory references are cited in the attached sample. We recommend that these references be included also in any copies distributed for review and concurrence. Opinions on including these references in the published version can be obtained during the coordination process.

3. The attached draft is substantially correct. However, it will have to be revised if used for coordination since some changes have occurred since it was written.

4. AB distribution of the proposed glossary is recommended.

[]
Chief, Records Management Division
Management Staff

Attachment:

CONCURRENCES:

Distribution:

Orig. & 1 - Addressee
1 - C/Mgts
1 - DTR
1 - RMD

Chief, Management Staff

Date

Director of Training

Date

Mgts/RMD/R&CMB/JRH:ew

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